U.S. DEPARTMENT OF LABOR

OCFO BULLETIN

Update on the Activities of the
CFO Council's Human Resources Committee

The Human Resources Committee (HRC) was established by the CFO Council to improve the recruitment, retention, performance and training of financial management personnel within the Federal Government. It is chaired by DOL's Acting CFO, Kenneth Bresnahan.

The HRC began its work by first establishing the framework for a highly qualified financial workforce. In collaboration with the JFMIP, the *Framework for Core Competencies for Financial Management Personnel in the Federal Government* was published in November 1995, and it identified core competencies (knowledge, skills, and abilities) for financial managers, budget analysts and accountants. This document begins a series of documents that identifies the core competencies for personnel within a specific occupational group. The second document in the series, *Core Competencies in Financial Management for Program Managers in the Federal Government*, identified core competencies in financial management for program managers. Exposure drafts are in process for financial systems analysts, information technology personnel, management analysts and financial specialists.

With work nearing completion on the development of core competencies, the HRC has now begun focusing on the recruitment, development and retention of personnel, with the core competencies as the foundation. The HRC and the Interagency Advisory Council (IAG), the Federal human resources equivalent to the CFO Council, have established a workgroup to address recruitment and retention. Their first publication, *Current Recruitment and Retention Tools*, summarizes information on existing authorities (scattered throughout three volumes of Title V, Code of Federal Regulations) available to management for recruiting and retaining highly qualified personnel. The HRC/IAG group now is working with OPM to update classification and qualification standards for financial management positions. In addition, the HRC formed a team to develop an entry-level recruitment program to enable the Federal Government to compete for highly qualified personnel.

Recently, the CFO Council approved the concept of a CFO Fellows Program, to be inaugurated in FY 1998, that is intended to be a highly competitive program for developing potential executive financial managers. A subcommittee is working to define selection criteria and identify a training sponsor/administrator. The HRC is also exploring strategies with the Private Sector Council and academia for delivery of uniform and consistent quality financial management training to Federal personnel throughout the nation.

The HRC welcomes volunteers to help with these initiatives. For further information, please contact Janet Laytham at (202) 219-5275, ext. 185.

EVENTS CALENDAR

<u>DOLAR$</u>

10/16/97   Final September WCF cycle will be run.

10/18/97   Third preliminary reports for September FY 97 will be produced.

10/20/97   National Office Agencies' (NOA's) cut-off date for on-line processing of FY 97
                  obligations.

10/21/97   NOA's cut-off date for processing FY 97 allocations.

10/25/97   September FY 97 fourth preliminary reports, except the D253, will be produced.

<u>IPS HOLIDAY PROCESSING CALENDAR</u> (See page 5.)

<u>REGIONAL TELECONFERENCE SCHEDULE</u>

<u>Date</u>	<u>Day</u>	<u>Time</u>
11/06/97	Thursday	2:00 p.m.

OPERATIONS, DEVELOPMENTS, AND EVENTS

1. <u>We welcome back Retta Wiggins</u> who has accepted the position of Payroll Team Leader in the Division of Compensation and Benefits. She may be reached at (202) 219-8681, ext. 170.

2. <u>The final September WCF cycle</u> will be run on October 16, 1997. Agency redistributions will be allowed on October 17, 1997, only.

3. <u>Payroll Calendar</u>. To accommodate the coming holidays, there will be four requests for early submission of the Supervisor Certification and Exception Reports as well as changes in the payroll processing schedule for pay periods 24 and 26 in 1997 and pay periods 02 and 04 in 1998. We have included a payroll processing calendar covering these pay periods on pages 5, 6 and 7 to provide advance notice to servicing finance offices.

4. <u>Use-or Lose Deadline</u>. A Spotlight should be issued in the near future reminding employees and supervisors that the statutory deadline for scheduling use-or-lose annual leave is November 22, 1997. To avoid forfeiting use-or-lose annual leave, an employee must request the leave in writing and receive his/her supervisor's approval in writing by this date. The current leave year ends January 3, 1998, at which time all annual leave over an employee's ceiling (240 for most employees) is automatically forfeited.

OPERATIONS, DEVELOPMENTS, AND EVENTS

5.   Accuracy of Home Address and State Tax Jurisdiction. Home addresses will be printed on Earnings and Leave Statements for pay periods 24, 25, and 26, and employees should review them for accuracy. It is very important that this address be correct because this is the address to which the employee's W-2 will be mailed. Address changes can be made using Employee Express or by submitting a corrected Employee Address Report (normally held by the timekeeper) or a memorandum to the servicing payroll office.

Employees can confirm the accuracy of their State tax jurisdiction by reviewing the "State Tax" code field on their Earnings and Leave Statements. Corrections should immediately be made by completing a new State tax withholding certificate and submitting it to the servicing payroll office. These certificates are available in servicing payroll offices.

6.   Regional Transit Subsidy. Regional finance offices may process employees' reimbursement requests in the Transit Subsidy System (TSS) through close of business on October 17, 1997. The TSS/Accounts Payable Subsystem interface will be run on October 20, 1997, and the disbursements will be in the employees' bank accounts no later than October 23, 1997.

7.   FY 1998 DOLAR$ Codes. The FY 1998 Object Class Listing was issued on September 16, 1997, as Transmittal Letter (T/L) No. 70 for the DOLAR$ Procedures Handbook. The FY 1998 Project Codes will be issued soon as T/L No. 71. The Department-wide Responsibility Center Codes (RCC) Codebook for FY 1998 soon will be issued as T/L No. 72.

The RCC tables now are available on the Regional LANS in the On-Line Reports Review module. Hard copies have been hand delivered to the National Office Agencies. Agency Financial Managers who would like to have the tables available on their LAN should contact Lorraine Rohlik at 219-8789, ext. 183. The tables are derived directly from the DOLAR$ database and include all active, inactive and prior year RCCs back to 1990, and identify the fiscal years for which each is valid.

8.   CFO Council's Home Page. You can learn more about the CFO Council and its activities by visiting its home page at FinanceNet. The URL is provided below.

http://www.financenet.gov/financenet/fed/cfo/cfo.htm

A good document to begin with is Council's *Guide to the History and Activities of the CFO Council* which you can read on-line or download and print. From the Council's home page you can link to the home pages of its committees and work groups, including the HRC's home page. If you wish to go directly to the HRC's home page, the URL is provided below.

http://www.financenet.gov/financenet/fed/cfo/hrc/hrc.htm

OPERATIONS, DEVELOPMENTS, AND EVENTS

You can read or download and print the following documents:

- The CFO Council Fellows Program (Draft)

- Core Competencies in Financial Management for Information Technology Personnel (September 97) (Draft)

- Core Competencies for Financial Specialists (August 97) (Draft)

- Core Competencies in Financial Management for Management Analysts (August 97) (Draft)

- Core Competencies in Financial Management for Program Managers, April 1997

- The CFO Council Fellows Program (September 97) (Draft)

- Joint CFO/IAG Committee Report on Recruitment and Retention of Financial Management Personnel (July 97) (Draft)

The HRC welcomes your comments on its draft documents.

DOLAR$ AVAILABILITY SCHEDULE
October 15 through November 21, 1997

Following are the dates and hours that DOLAR$ will be available from October 15 through November 21, 1997. Any Agency Financial Manager or Regional Financial Officer who requires a change to this schedule should call Brenda Kyle at (202) 219-8314, ext. 166, or Naomi Franklin at (202) 219-6660, ext. 142.

OCTOBER 1997

Wed.	Oct. 15	-	Fri.	Oct. 17	8:00 a.m. to 8:00 p.m.
Sat.	Oct. 18	-	Sun.	Oct. 19	System Closed
Mon.	Oct. 20	-	Fri.	Oct. 24	8:00 a.m. to 8:00 p.m.
Sat.	Oct. 25	-	Sun.	Oct. 26	System Closed
Mon.	Oct. 27	-	Fri.	Oct. 31	8:00 a.m. to 8:00 p.m.

NOVEMBER 1997

Sat.	Nov. 1	-	Sun.	Nov. 2	System Closed
Mon.	Nov. 3	-	Fri.	Nov. 7	8:00 a.m. to 8:00 p.m.
Sat.	Nov. 8	-	Sun.	Nov. 9	System Closed
Mon.	Nov. 10				8:00 a.m. to 8:00 p.m.
Tues.	Nov. 11		Holiday		System Closed
Wed.	Nov. 12	-	Fri.	Nov. 14	8:00 a.m. to 8:00 p.m.
Sat.	Nov. 15	-	Sun.	Nov. 16	System Closed
Mon.	Nov. 17	-	Fri.	Nov. 21	8:00 a.m. to 8:00 p.m.

INTERACTIVE PAYROLL SYSTEM
HOLIDAY PROCESSING SCHEDULE

NOVEMBER 1997 - PAY PERIOD 24

Thurs.	Nov. 13	Personnel/Payroll Interface 1 processed at 8:00 a.m.
Mon.	Nov. 17	Personnel/Payroll Interface 2 processed at 8:00 a.m.
Thurs.	Nov. 20	Personnel/Payroll Interface 3 processed at 8:00 a.m.
Fri.	Nov. 21	Early submission of Supervisor Certification and Exception Reports (SC &E Reports) by 10:00 a.m.
Fri.	Nov. 21	T&A Cycle 1 processed at 10:00 a.m.
Sat.	Nov. 22	Personnel/Payroll Interface 4 processed at 8:00 a.m.
Mon.	Nov. 24	T&A Cycle 2 processed at 8:00 p.m.
Tues.	Nov. 25	T&A Cycle 3 processed at 2:30 p.m. and Payroll Compute.
Wed.	Nov. 26	Payroll certification with an EFT effective date of November 28, 1997, and a check effective date of December 3, 1997.

DECEMBER 1997 - PAY PERIOD 25

Mon.	Dec. 1	Personnel/Payroll Interfaces 1 and 2 processed at 8:00 a.m.

No additional changes to the normal schedule.

DECEMBER 1997 - PAY PERIOD 26

Thurs.	Dec. 11	Personnel/Payroll Interface 1 processed at 8:00 a.m.
Mon.	Dec. 15	Personnel/Payroll Interface 2 processed at 8:00 a.m.
Thurs.	Dec. 18	Personnel/Payroll Interface 3 processed at 8:00 a.m.
Fri.	Dec. 19	Early submission of SC&E Reports by 10:00 a.m.
Fri.	Dec. 19	T&A Cycle 1 processed at 10:00 p.m.
Sat.	Dec. 20	Personnel/Payroll Interface 4 processed at 8:00 a.m.

INTERACTIVE PAYROLL SYSTEM
HOLIDAY PROCESSING SCHEDULE

Mon.	Dec. 22	T&A Cycle 2 processed at 8:00 p.m.
Tues.	Dec. 23	T&A Cycle 3 processed at 2:30 p.m. and Payroll Compute.
Wed.	Dec. 24	Payroll certification with an EFT effective date of December 26, 1997, and a check effective date of December 31, 1997.
Thurs.	Dec. 25	Christmas Day
Mon.	Dec. 29	Personnel/Payroll Interface processed at 8:00 a.m.

JANUARY 1998 - PAY PERIOD 01

No changes to the normal schedule.

JANUARY 1998 - PAY PERIOD 02

Thurs.	Jan. 8	Personnel/Payroll Interface 1 processed at 8:00 a.m.
Mon.	Jan. 12	Personnel/Payroll Interface 2 processed at 8:00 a.m.
Thurs.	Jan. 15	Personnel/Payroll Interface 3 processed at 8:00 a.m.
Fri.	Jan. 16	Early submission of SC&E Reports by 10:00 a.m.
Fri.	Jan. 16	T&A Cycle 1 processed at 10:00 a.m.
Sat.	Jan. 17	Personnel Payroll Interface 4 processed at 8:00 a.m., and T&A Cycle 1 processed at 10:00 a.m.
Mon.	Jan. 19	Martin Luther King, Jr., Day
Tues.	Jan. 20	T&A Cycle 2 processed at 8:00 a.m.
Wed.	Jan. 21	T&A Cycle 3 processed at 2:30 p.m., and Payroll Compute
Thurs.	Jan. 22	Payroll certification with an EFT effective date of January 23, 1998, and a check effective date of January 28, 1998.

INTERACTIVE PAYROLL SYSTEM
HOLIDAY PROCESSING SCHEDULE

FEBRUARY 1998 - PAY PERIOD 03

No changes to the normal schedule.

FEBRUARY 1998 - PAY PERIOD 04

Thurs.   Feb. 5   Personnel/Payroll Interface 1 processed at 8:00 a.m.

Mon.   Feb. 9   Personnel/Payroll Interface 2 processed at 8:00 a.m.

Thurs.   Feb. 12 Personnel/Payroll Interface 3 processed at 8:00 a.m.

Fri.   Feb. 13 Early submission of SC&E Reports by 10:00 a.m.

Fri.   Feb. 13 T&A Cycle 1 processed at 10:00 a.m.

Sat.   Feb. 14 Personnel/Payroll Interface 4 processed at 8:00 a.m., and T&A Cycle 1 processed at
                    10:00 a.m.

Mon.   Feb. 16 Presidents' Day

Tues.   Feb. 17 T&A Cycle 2 processed at 8:00 a.m.

Wed.   Feb. 18 T&A Cycle 3 processed at 2:30 p.m., and Payroll Compute.

Thurs.   Feb. 19 Payroll certification with an EFT effective date of February 20, 1998, and a check
                    effective date of February 25, 1998.

FINANCIAL MANAGEMENT TRAINING OPPORTUNITIES

Below are financial management training opportunities being offered by the Center for Applied Financial Management.

Contact the Registrar (202-874-9560) for more information or fax requests to 202-874-9629. To register, submit a training form or purchase order to the Registrar, The Center for Applied Financial Management, 401 14th Street S.W., Suite 1100 KSB, Washington, DC 20227.

All courses, unless noted otherwise, will be held at the Center for Applied Financial Management, 1411 K Street N.W., Room 1100.

October 1997

23-24   **Implications of Federal Appropriations Law**

28-30   **Survey of Federal Accounting Concepts and Standards**
               (FASAB Course)

November 1997

3-5   **The Revenue Standard/Form and Content Statements**
               (FASAB Course)

20-21   **Budget Execution Game**

December 1997

2-3   **Managerial Cost Accounting**
               (FASAB Course)

8-9   **Dollars and $ense: Making Sense of Treasury's Central Accounting Requirements**